

WGTC 1.4

Standing Committees and Strategic Initiative Committees

Standing College Committees shall give focus and direction to the initiative identified that drives the work of the committee. Standing Committees should remain active and have a minimum of two meetings per academic year. Standing Committees will maintain agendas, meeting minutes, and membership listings. Standing Committees should establish guidelines of operation that include but are not limited to the following:

- Goals and objectives
- Criteria for selecting committee membership
- Oversight of the committee
- Published schedule for meetings
- Process for action of policy recommendation
- Method of evaluating the effectiveness of the committee in relation to the committee's purpose

Any ad-hoc teams work to increase the effectiveness of the planning, research, problem solving, and decision-making processes of the College and to suggest documented initiatives for improvement.

All full-time faculty and staff members will participate and serve on at least one Standing Committee or Strategic Initiative Committee.

The President has overall responsibility for ensuring that this policy is implemented. The Office of Institutional Effectiveness will consolidate, organize, and publish all committee documentation.

Policy Source: West Georgia Technical College	Policy Manager: President	Effective: 3/2009
Division: President's Office	Reviewed: 10/2021; 2/2022 Revised: 2/2022	